

Registration on the Coupa Supplier Portal (CSP)

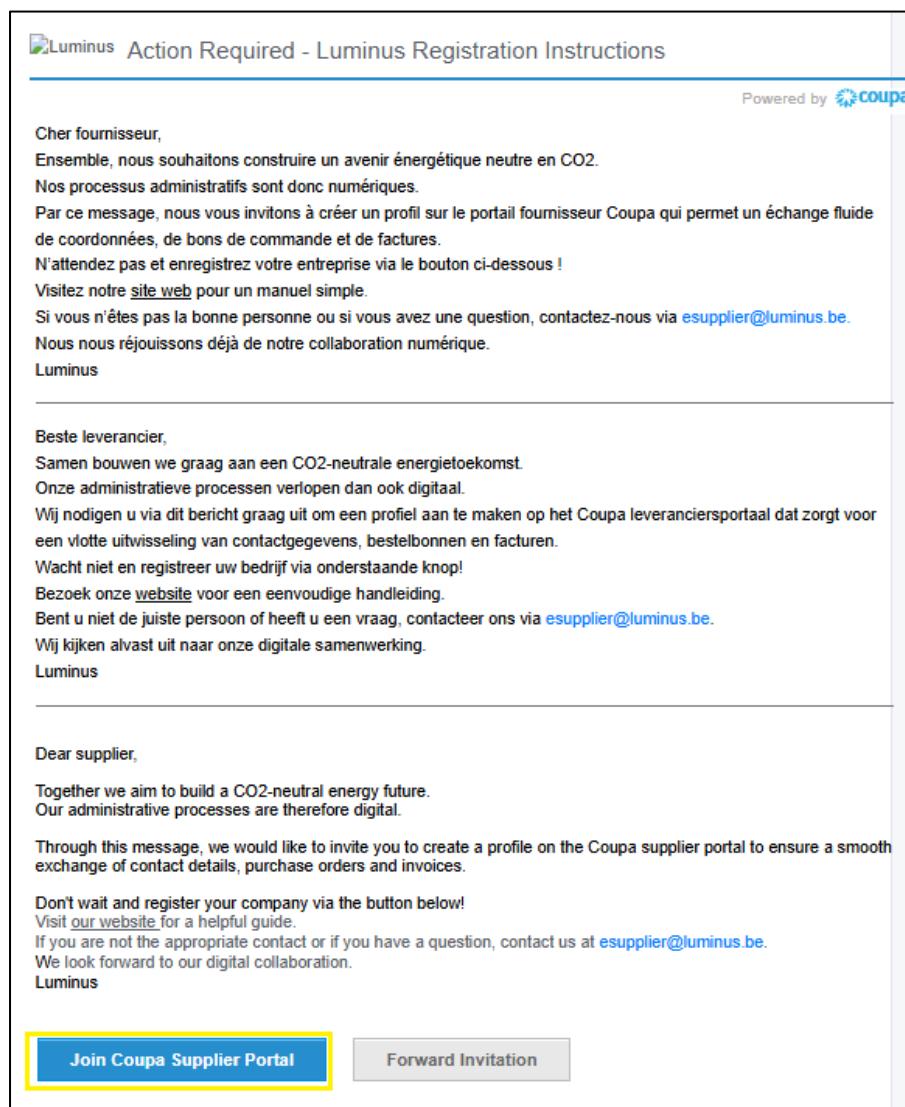
Tip: Always use Google Chrome

A Luminus employee invites you to register on the Coupa Supplier Portal (CSP)

You will receive an invitation by e-mail from Coupa (do_not_reply@supplier.couphost.com).

This invitation email also contains a link to our Luminus website, where you can find the manual and additional information about Coupa.

- Click on the "Join Coupa Supplier Portal" button.



By clicking this button, you will be redirected to the following webpage where you can create your account.

- The field **Business name** has already been filled in by Luminus.
- In the fields **First name** and **Last name** you enter your first and last name or if you prefer to keep it general, you can choose **First name**: Accounts – **Last name** : Receivable (this can be useful if you want to use a generic e-mail address like info@...).

- Create and confirm a secure **password** (min 8 characters with at least one number and letter).
- In the **Country/region** field, please enter your country.
- Enter your VAT-number in the **Tax Registration** section.
- Accept the terms and conditions.
- Click “create an Account”

Create an Account

Luminus is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Luminus so you're ready to do business together.

* Business Name
1000004004-BE0462388I12
Your legal business name (or legal personal name if an individual)

* Email
johan.heye@luminus.be

* First Name
accounts
* Last Name
receivable

* Password
Confirm Password
Use at least 8 characters and include a number and a letter.

* Country/Region
Tax Registration (i)
#####

I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)
[Forward this to someone](#)

Note: If you do not have a VAT-number, you can tick "I do not have a tax ID" and mention "Not subject to VAT" in the **Reason** field.

* Country/region
Tax Registration (i)
#####

I do not have a Tax ID

* Reason
Not subject to VAT

In case of the Pop-up below, you need to select "No, continue creating a new account".

- Click "Next"

Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching the email domain **alexida.com**

Business Name
KOALA Management

Country/Region
Belgium

Address Line 1

City State Postcode

Tax ID
BE0784927661

DUNS Number

No, continue creating a new account

Next

Coupa will request if they can publish your profile.

- Select "Do not publish my business profile"
- Click "Save"

Data Privacy

Make your business information public to make it easier for customers to work with you.

Do not publish my business profile.

Publish all my business profile details

Save

Start with completing the following fields

- **Country/Region:** choose "Belgium"

When you choose Belgium, extra fields will become visible

- **Address Line 1:** fill in your street address and house number
- **City:** fill in the city where your company is registered
- **State:** the state or province
- **Postal Code:** fill in your postal code
- **Co Reg. number:** indicate your company registration number
- **Place of reg.:** the city where your business is located
- **Register Legal Entities:** fill in "UBO"
- **Type of Company:** e.g. Ltd
- **Preferred language:** select the language for your legal invoice presentation
- Click "Save and Next"

Onboarding for luminus-test (Coupa Supplier Portal)

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

1 ————— 2

Account Details

Provide the main address associated with your business.

Payment Methods

(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address ⊕

* Country/Region	* Address Line 1	Address Line 2
Belgium	10 Oud Veer	Address Line 2
* City	* State	* Postcode
Niel	Antwerp	2845

Belgium

* Co Reg Num. ⓘ	* Place of Reg. ⓘ
0784927661	Niel
* Register Legal Entities ⓘ	Liquidation State ⓘ
UBO	
* Type of Company ⓘ	License Number ⓘ
VOF	
Invoice-From Code ⓘ	Preferred Language
	Dutch (Belgium)

Save and Next

You will now be asked to complete your payment information.

- **Account Nickname:** choose a name that identifies this payment method for you
- **Beneficiary Legal Name:** the name of your company
- **Bank Account Country/Region:** choose the country where your bank is located
- **Bank Account Currency:** EUR
- **Bank Name:** the name of the bank where you hold your account
- **Accountnumber:** take the 9 digits in bold from your own IBAN Number
vb.: BE52733069146509
- **IBAN:** enter your full IBAN number (without spaces)
- **SWIFT/BIC-code:** enter your SWIFT/BIC code here
- Scroll down and click “Save and Next”

Onboarding for Luminus-test (Coupa Supplier Portal)
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

✓ Primary Address saved successfully X

1 2

Account Details
Provide the main address associated with your business.

Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer
Please enter the following information to receive Bank Transfer payments.

Account Nickname * <small>(i)</small>	Beneficiary Legal Name * <small>(i)</small>
Transfer	KOALA MANAGEMENT
Bank Branch Country / Region * <small>(i)</small>	Bank Account Currency * <small>(i)</small>
Belgium	EUR
Bank Name * <small>(i)</small>	Account Number * <small>(i)</small>
KBC	331691465
IBAN * <small>(i)</small>	SWIFT / BIC Code * <small>(i)</small>
BE52 7331 6914 6509	KREDDEBB
Branch Code <small>(i)</small>	

Additional Information

Bank Branch Address

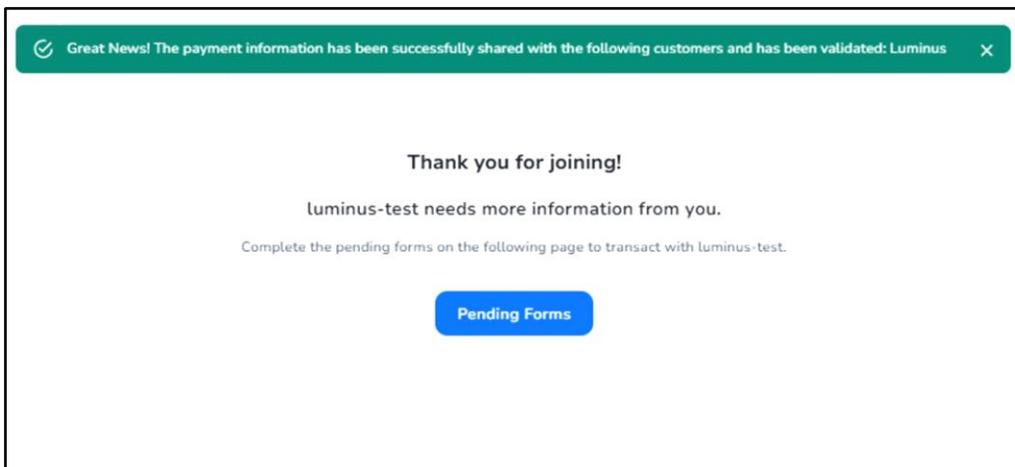
Address Line 1

Address Line 2

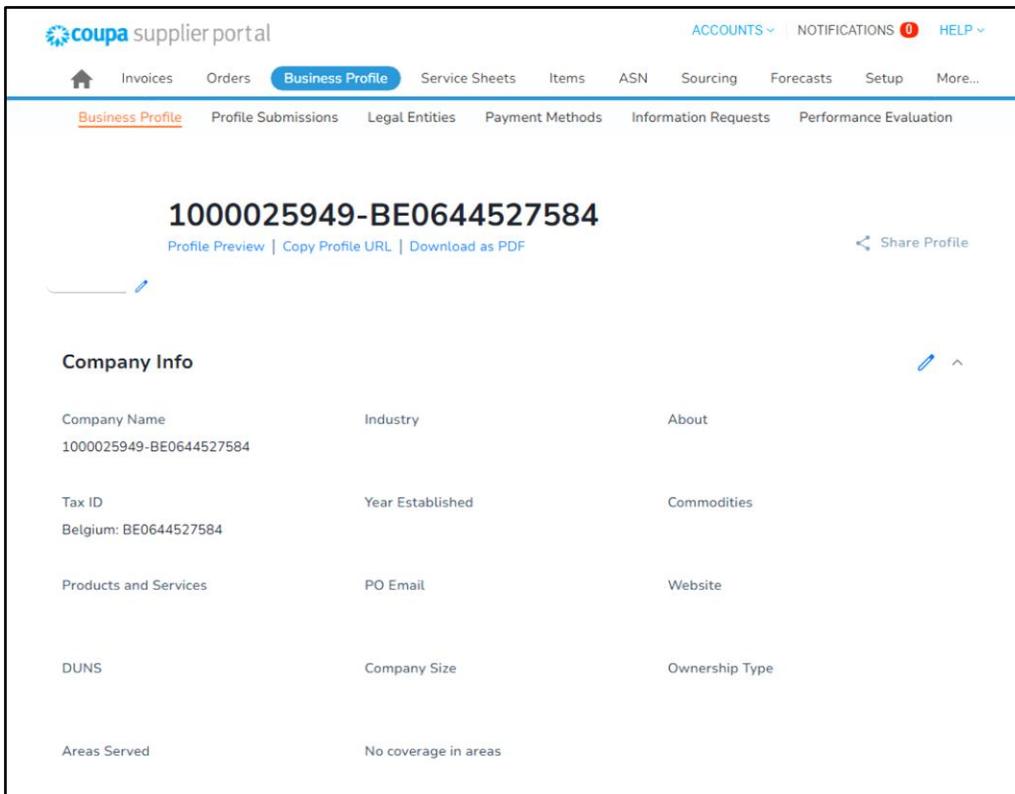
Do not accept Bank Transfer payments from Luminus Browse

Save and Next

The following screen appears. Within a few seconds you are automatically forwarded to the next page.



You will now be returned to the main page of the Coupa supplier portal



What if you didn't see the previous screens for setting up your legal entity?

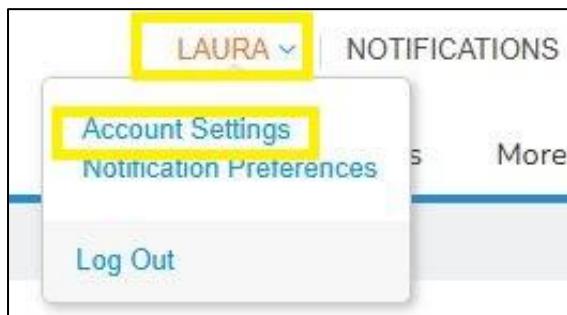
The following steps will help you set up your legal entity and payment method if it didn't work using the instructions above.

Set up Multifactor authentication

For security reasons, Coupa requires multi-factor authentication (MFA) for parts of the supplier portal.

Before completing your profile, you must activate this MFA setting **once**.

- Go to your name at the top right and choose "Account Settings"

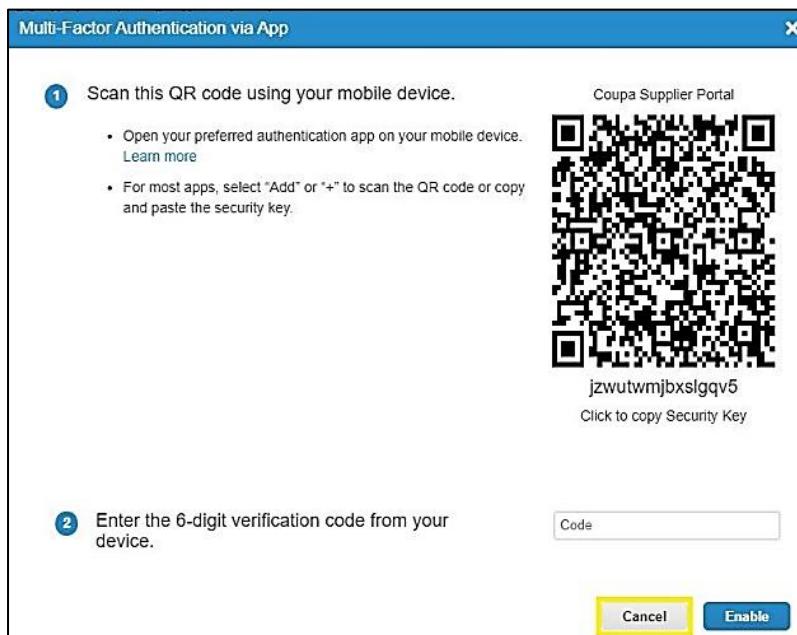


- Choose "Security & Multi-Factor Authentication" from the left menu.



A screen with a QR code will appear.

- Click "cancel" at the bottom of the screen



- Choose authentication via text message on the next screen:

My Account Security & Multi Factor Authentication

Multi Factor Authentication

Disabled
 For Payment Changes (Required for changing Legal Entity or Remit-to)
 For Both Account Access (Login) and Payment Changes

Via Authenticator App
Use an Authenticator App available from your mobile phone app store.
 Default

By Text Message
Use a code sent by text message to your phone number.
 Default

- In the next screen, enter your mobile phone number starting with the country code (+32 for Belgium)
- Complete the check that you are not a robot and click "Send code".
- Enter the code received by text message in the box under number 3.
- Click "Enable".

Multi-Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply).
 Phone Number: +32

2 Confirm Recaptcha
 Ik ben geen robot
 reCAPTCHA
 Privacy - Voorwaarden
 Send Code

3 Enter the 6-digit verification code sent to your phone.
 [Empty input field]

Cancel Enable

Set up a legal entity and payment method

- Select "Business profile" followed by "Legal entities".

coupa supplier portal

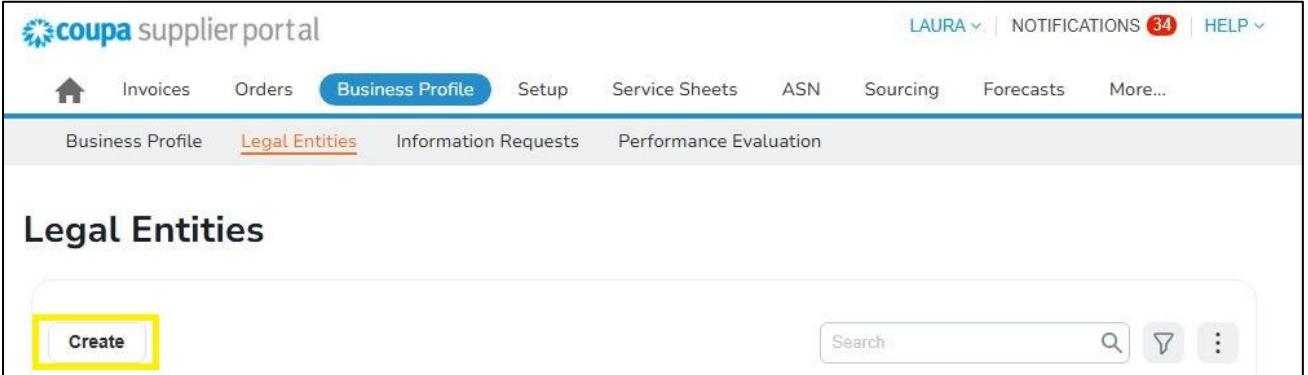
LAURA | NOTIFICATIONS 34 | HELP

Invoices Orders **Business Profile** Setup Service Sheets ASN Sourcing Forecasts More...

Business Profile Legal Entities Information Requests Performance Evaluation

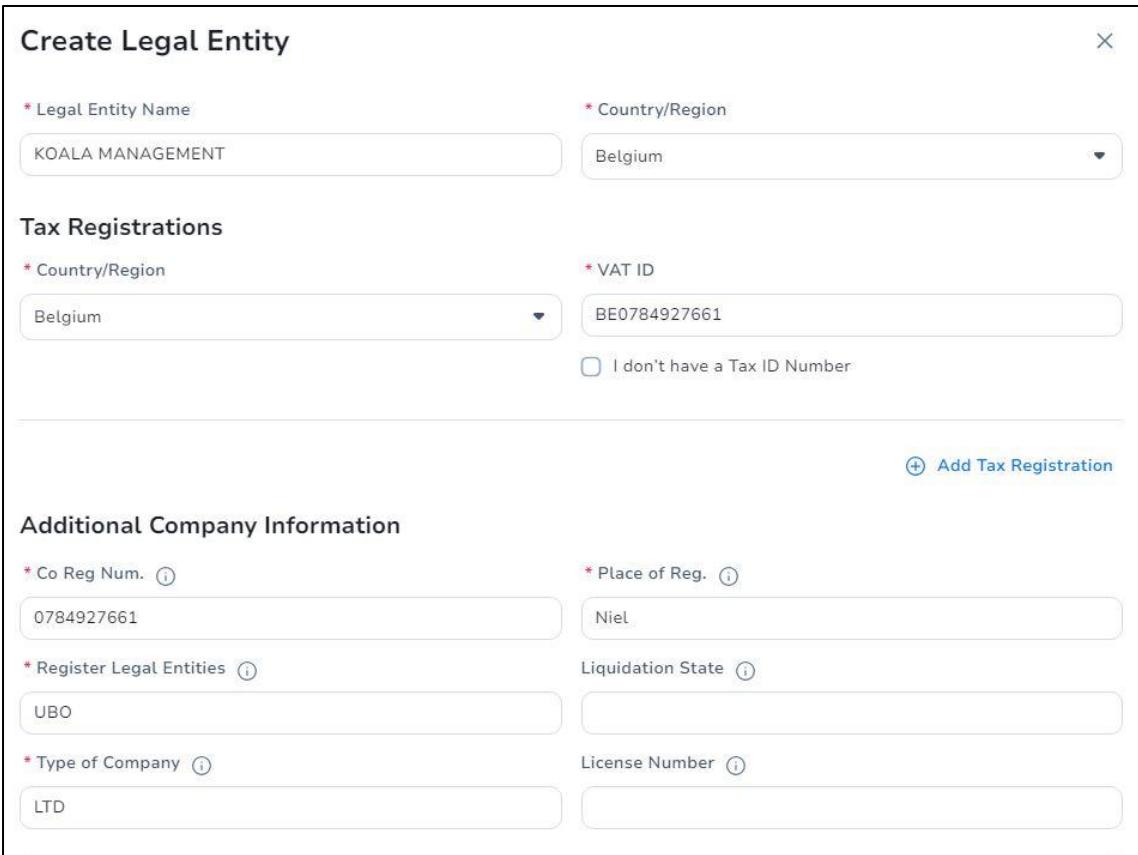
Customer Announcements Action Required

- Click on "Create"



The screenshot shows the Coupa supplier portal interface. At the top, there is a navigation bar with links for Invoices, Orders, Business Profile (which is highlighted in blue), Setup, Service Sheets, ASN, Sourcing, Forecasts, and More... On the far right, there are links for LAURA, NOTIFICATIONS (34), and HELP. Below the navigation bar, there is a secondary navigation bar with links for Business Profile, Legal Entities (which is underlined in red), Information Requests, and Performance Evaluation. The main content area is titled "Legal Entities". In the top left of this area, there is a yellow-bordered "Create" button. To the right of the button is a search bar with a magnifying glass icon and a download icon. On the far right of the search bar are three vertical dots.

- Enter your company name under **Legal Entity name** and select your country in the **Country/Region** field.
- Choose your **Country/Region** and enter your **VAT ID** (format: starting with your country code)
If you do not have a VAT number, you can tick the box "I don't have a Tax ID Number" and enter your company number.
- **Company registration number:** fill in your company number.
- **Place of Reg.:** indicate the place where your company is registered.
- **Register Legal Entities:** enter "UBO".
- **Type of Company:** choose your company form (e.g. LTD, ...)



The screenshot shows the "Create Legal Entity" form. At the top left, it says "Create Legal Entity" and has a close button "X" at the top right. The form is divided into sections:

- Tax Registrations:** Contains fields for "Country/Region" (Belgium) and "VAT ID" (BE0784927661). Below these is a checkbox for "I don't have a Tax ID Number". At the bottom right of this section is a blue button with a plus sign and the text "+ Add Tax Registration".
- Additional Company Information:** Contains the following fields:
 - * Co Reg Num. (0784927661)
 - * Place of Reg. (Niel)
 - * Register Legal Entities (UBO)
 - Liquidation State (empty)
 - * Type of Company (LTD)
 - License Number (empty)

- Enter your address details in the **Invoice From Address** section:
 - **Country/Region:** this will be filled in automatically.
 - **Address line 1:** street and house number.
 - **City:** enter your city.
 - **State:** enter your state.
 - **Postal code:** enter your postal code.
- Select the **Preferred Language** in which you wish to create your invoices.
- Check the box for **Same as Invoice From Address for the Ship From Address**.
- Click "Save".

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region	* Address Line 1	Address Line 2
Belgium	10 Oud Veer	
* City	* State	* Postal Code
Niel	Antwerp	2845
Invoice From Code	Preferred Language	
	Dutch (Belgium)	

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

Same as Invoice From Address

Cancel **Save**

You will be given the option to add a payment method to this legal entity via the following box.

- Click "Continue"

Your Legal entity setup is now complete. If you would like to add new Payment Methods to this Legal Entity which your customers can use to pay you, please click continue below.

Close **Continue**

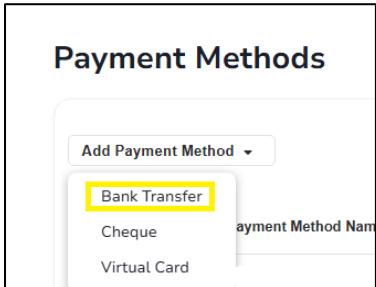
- Click on "Add Payment Method"

Payment Methods

Add Payment Method

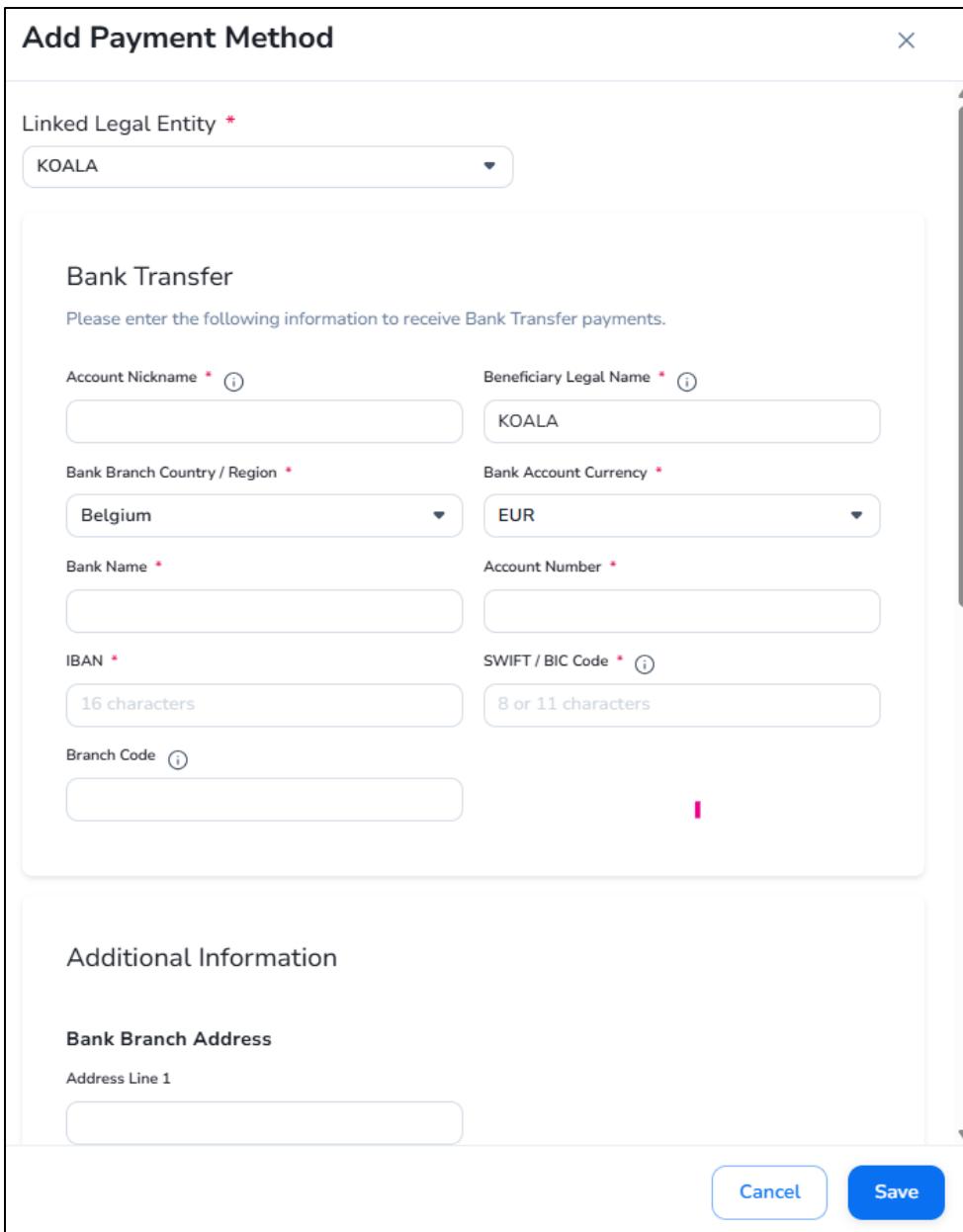
Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status
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- Choose “Bank Transfer”



The screenshot shows a 'Payment Methods' screen with a dropdown menu. The 'Bank Transfer' option is highlighted with a yellow box. Other options visible are 'Cheque' and 'Virtual Card'.

Select the legal entity for which you need to create the remit-to address (if there is only one, it will be filled in automatically). A legal entity refers to the company for which you want to add the account number.



The screenshot shows the 'Add Payment Method' dialog for a 'Bank Transfer'. It includes fields for 'Linked Legal Entity' (set to 'KOALA'), 'Account Nickname' (empty), 'Beneficiary Legal Name' (set to 'KOALA'), 'Bank Branch Country / Region' (set to 'Belgium'), 'Bank Account Currency' (set to 'EUR'), 'Bank Name' (empty), 'Account Number' (empty), 'IBAN' (empty), 'SWIFT / BIC Code' (empty), and 'Branch Code' (empty). At the bottom, there are 'Cancel' and 'Save' buttons.

You can then enter the payment details as described earlier on page 5.

You will now return to the overview of your transfer addresses where you can find the new transfer address.

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared with Customers	Payment Method Status
 Bank Transfer	TEST	Belgium	EUR	KOALA MANAGEMENT	Luminus - Bakkerij Venus	Active

You have now completed your registration and are now successfully registered on the Coupa Supplier Portal for Luminus.

If you have additional questions or would like additional help, you can always contact us via our mailbox: esupplier@luminus.be .

Additional information

Manage your business data

After completing your registration, you will receive another email requesting you to update your information.

No immediate action is required.

Update your profile for Luminus

Beste leverancier

Hartelijk dank voor uw registratie op het Coupa Supplier Portal (CSP) van Luminus. Via onderstaande knop, of rechtstreeks in uw Luminus profiel, kan u uw gegevens raadplegen en vanaf nu ook wijzigen indien noodzakelijk.

Wanneer uw gegevens nog up to date zijn mag u deze mail negeren.

Met vriendelijke groeten

Luminus

Cher fournisseur

Merci de vous être inscrit sur le Coupa Supplier Portal (CSP) de Luminus. Via le bouton ci-dessous ou directement dans votre profil Luminus, vous pouvez consulter vos données et désormais également les modifier si nécessaire.

Si vos coordonnées sont toujours à jour, vous pouvez ignorer ce mail.

Cordialement

Luminus

Dear supplier

We kindly thank you for registration on the Coupa Supplier Portal (CSP) of Luminus. Via the below button ,or directly on your Luminus profile, you can consult your data and from now on also change it if necessary.

If your data is still up to date you can ignore this e-mail.

Best Regards

Luminus

[Update Profile](#)

This email provides the opportunity to change your details at a later stage, if necessary, as indicated below.

After receiving the email, you can update your details on the Luminus profile if needed.

- Go to Business Profile > Information Requests
- Click on the most recent form "Supplier Data update".
- After making your changes, click on "Submit for approval".

Luminus - 1000022889-BE0784927661

Profile Luminus - 1000022889-BE0784927661

Form Responses

Form	Status	Created Date	Submitted At
Supplier Data Update	New	14/01/2025	None
Supplier Data Update	Applied	29/11/2024	14/01/2025
OLD Supplier Data	Applied	27/12/2022	27/12/2022

Supplier Data Update

Supplier Information

KOALA MANAGEMENT

Instructions

Please note that you can not update the VAT or company registration number. If you have a new one, a new Customer Profile needs to be created. In that case, please contact your Luminus Contact Person.

Please ensure that the Legal Name, Address and Tax registration Number you supply matches those registered on the European Commission website: https://ec.europa.eu/taxation_customs/vies/

* Supplier Name

KOALA MANAGEMENT - Huisbrouwerij UitTerAart

Primary Address – Please complete ONLY the fields Country/Region, Street Address, City and Postal Code or your form will be rejected

Primary Address

Address Purposes

Select Some Options 

Region

Country/Region

Belgium 

State Region

Antwerp - VAN 

State ISO Code

BE-VAN

Address Name

Street Address

Oud Veer 10 

City

Niel 

Postal Code

2845 

Location Code

Primary Address – Please complete ONLY the fields Country/Region, Street Address, City and Postal Code or your form will be rejected

Commission Code

Commission code is only required for IMMO suppliers

If you change your primary contact person, it should be approved by the former primary contact person and Luminus before change is taken into account.

• Primary Contact Details

*** First name**

Laura

*** Surname**

Verheyen

*** Email address**

segersverheyen@gmail.com 

* Purchase Order Email

i

* Preferred PO Language

▼

Language for PO emailing

Bank Details Type

IBAN registered
 Non IBAN registered

Select one of the above choices to add a new bank account to your Luminus Supplier Profile

Decline Save Submit for Approval

Change your language

You can scroll down the page and select your preferred language.

